



**Willingham School Association**  
 Minutes of "Open" Meeting  
 Monday 28<sup>th</sup> September 2015

		<b>Actions</b>
1	<p><b>Attendees</b></p> <p>Sue Berry (SB) Kathryn Wright (KW)) Danielle Peacock (DP) Emma Bowyer (EB) Sarah Hazelhurst (SHa) Jess Llewellyn (JL), Nicola Slater (NS), Nicola Dreuitt (ND), Suzi Haigh (SH) Andrea Eccles (AE) Nic Palfreyman (NP) Graeme Morrison (GM)</p> <p><b>Apologies for absence from:</b></p> <p>Danny Carminati (DC) Lisa Lewis (LL) Cristina Luca (CL)</p>	
2	<p><b>Review minutes from previous meeting</b></p> <p>It was agreed that the Minutes from the 23<sup>rd</sup> June 2015 were correct.</p>	
3	<p><b>Treasurer's Report</b></p> <p>No official report as the meeting was an open meeting.</p> <p>£15,000 was raised last year. £12,000 has been given to the School during the 2014/15 academic year.</p> <p>Current financial situation is that there is £16,500 in the WSA bank accounts. It needs to be spent. The School did not invoice the WSA for many of the trips last year. SB has talked to the school about possibly giving a lump of money up front for the School to use for trips to alleviate this problem.</p> <p>SB, EB and SH are attending the next financial Governor meeting to discuss how the School may wish to use the WSA funds. One proposal is to agree that 50% of money raised by the WSA is used for annual/repeated expenditure by the School such as the life bus. The remaining 50% would be available for different projects each year.</p> <p>EB asked for confirmation that teachers can ask for funding at any point throughout the year. This was confirmed.</p> <p>Gemma Thomas would like a large amount of money to spend on Reception outdoor area. She needs to confirm how much and what the details are so that WSA can decide if they want to make a large donation.</p> <p>KW pointed out the need for some WSA resources to be replaced or new ones purchased to make tasks easier. In particular, new</p>	<p><b>SB, EB, SH</b></p> <p><b>EB</b></p> <p><b>SB</b></p>

	<p>marquees need to be bought. SB said she would ask Howard Berry to investigate purchasing some.</p> <p>JL to look into cost of BBQ.</p> <p>Need to remember that all requests must be voted on by the whole committee.</p> <p>Need to make sure that the income for the WSA does not exceed £25,000 as this changes the charity status of the group. Where possible avoid putting money through the accounts when no profit is going to be made. E.g. the year 6 hoodies. No money is made on these. Historically the WSA has offered the service of processing the finances. This year we should not offer to do this.</p>	JL
4	<p><b>Events for the year</b></p> <p><b>4.1 Feast community driveway sale</b> Very few people have signed up for this. Currently 13. Agree to make the map very simple and provide a list with addresses on.</p> <p><b>4.2 Teachers meet the WSA</b> DP has arranged to attend part of the teachers meeting on the 13<sup>th</sup> October at 4.30p.m.. Please can as many Committee members attend as possible. The aim is to introduce the new teachers to the WSA and explain what the Committee does. Provide guidance on how to apply for funds. And to improve the link between the WSA and teaching staff. SH, EB, DP and NP to meet on the 12<sup>th</sup> to ensure DP has all the information to give to the teachers. SHa to locate cake sale file to show to teachers and explain how the cake sales work.</p> <p><b>4.3 Family Portrait day</b> Jenny Rayner is running the event. Photographer has asked for a deadline of 23<sup>rd</sup> October for all bookings to be confirmed. EB to see if this can be extended. If there are free slots after deadline is passed suggest offering them at an increased cost.</p> <p><b>4.4 Christmas Fayre</b> Saturday 5<sup>th</sup> December chosen to hold Christmas Fayre. SB, KW and DP agreed to be on sub-committee. They will agree a date for the first meeting. SB and KW to write up full instructions on how to run fayre. Pam Jones-Ward has agreed to liaise with stall holders for bookings. NP to put advert in Willingham News.</p> <p>NP to circulate list of dates to Jon and School office to ensure all WSA event dates are known.</p>	<p>EB</p> <p>All</p> <p>SH, EB, DP, NP, Sha</p> <p>EB</p> <p>SB, KW, DP</p> <p>P J-W, NP</p> <p>NP</p>
5	<p><b>Year 4/5 Performances</b></p> <p>Committee members running refreshments are,</p>	<p>SB, NP,</p>

	SB Monday 9 <sup>th</sup> November at 7 p.m. NP Wednesday 11 <sup>th</sup> November at 1.45 p.m. KW Thursday 12 <sup>th</sup> November at 7 p.m.	<b>KW</b>
6	<b>500 club</b>  Agreed to close 500 club. Currently it brings in £30 a month and involves a lot of work. Officially it is making a loss each month. JL and NS to begin to close it down.	<b>JL, NS</b>
7	<b>Cake Sale</b>  ND is co-ordinating. A new cake sale slip for book bags will be designed which just informs parents of cake sale. Remove all formal information about helping etc.	<b>ND</b>
8	<b>Christmas Cards</b>  Rowena Erby and Michelle Loch have agreed to organise this. There are three new options. SH will check out options and decide which one is most beneficial financially and time wise.	<b>SH</b>
9	<b>Discos</b>  Christmas term disco on Friday 11 <sup>th</sup> December. SB to book.  Need one person to co-ordinate. Check CL happy to do this. SH to oversee discos.  KW to talk to Vyv Frances to confirm policy on mobile phones and devices and ask how the WSA polices the policy. Need to encourage teachers to help to provide authority for difficult situations.  Dates for remaining discos are 18 <sup>th</sup> March and 15 July.	<b>SB</b>  <b>CL</b>  <b>KW</b>
10	<b>Film Night</b>  To be organised at a later date. SHa to find out what the key stage topics are for Spring term and Summer term so that films for film nights can be linked to topics.	<b>SHa</b>
11	<b>School Website</b>  LL is updating school website and happy to do WSA pages too.  Further investigation should be made as to whether WSA can have access to parentmail.  Website and Facebook need to be used more to publicise what the WSA does. More people need to understand how it works.	<b>LL</b>  <b>EB</b>  <b>ALL</b>

12	<p><b>New Ideas</b></p> <p>Katy Gilbert suggested an auction or mum's shopping and pamper evening. Talk to Katy when she can attend a meeting.</p> <p>Eileen Wylee-Seaton asked if the School could create a space where pupils (perhaps via School Council) and parents can suggest projects and make applications to be considered. SB said there is already a suggestion box on a stand in the School foyer, where School Council members are named. EB to inform Eileen of this.</p> <p>Agreed to make parents aware that suggestions for use of WSA funds can be made via this way. EB to put note on WSA noticeboard.</p>	<p><b>EB</b></p> <p><b>EB</b></p> <p><b>EB</b></p>
13	<p><b>Next Meeting</b></p> <p>AGM on 16<sup>th</sup> October. Need 20 people to attend so everyone needs to find a friend. Next year need to run welcome to the new School year event to attach the AGM to. Start planning in June.</p> <p>At AGM need to review last years' Minutes. KW to find Minutes. Must vote in Secretary, Chair, Treasurer and read out new committee members.</p> <p>Next committee meeting 19<sup>th</sup> October, 8pm at SB's house.</p>	<p><b>EB</b></p> <p><b>KW</b></p>
14	<p><b>AOB</b></p> <p>Photo of Committee members. Ran out of time. EB to bring camera to next meeting.</p> <p>Fen Gallop: EB gave KW Neil Marsh's business cards. Neil has opened a Fitness Centre in the village. He is keen to be the main sponsor at the next Fen Gallop.</p>	<p><b>EB</b></p> <p><b>KW</b></p>